
DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Procurement Technician (Office Automation),
GS-1106-5/6/7 (Promotion Potential to GS-7)

ANNOUNCEMENT: 381-97CS

LOCATION: Defense Contract Management Command
District International (DCMDI)

OPENING DATE: October 8, 1997
CLOSING DATE: October 24, 1997

Duty Station: Sabana Seca, Puerto, Rico

AREA OF CONSIDERATION: Appointable Employees of all Federal Agencies within the local commuting area

DUTIES: Incumbent prepares production surveillance reports using data or statistics from files and/or records obtained from Quality Assurance Specialists. Maintains the AO monthly AMIS/Metrics data by assuring input is received from all sources. Serves as point of contact for delivery status information between QARs and ACO Team Leaders. Inputs DD 250s into MOCAS and monitors the recycle list. Using available ADPE establishes and maintains a central file/database with documentation regarding Production Surveillance activity at all contractor facilities. Receives and monitors hard copy and EC/EDI contracts/delivery orders, enters production schedule into database and obtains monthly delivery status from Quality Assurance Specialists. Receives all contract modifications and determinations if definitization is required. Notifies ACO/Contract Specialist of physically completed contracts/delivery orders. Performs MOCAS input such as Revised Delivery Forecast, Production Schedule Completion Notices, appropriate R Codes, Contractor Performance Information. Performs office automation work to produce a wide range of documents requiring complex formats.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience at least equivalent to the GS-4/5/6 level, respectively, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the above position. Education may be substituted for experience as outlined in the Office of Personnel Management Operating Guide. Applicants must have served one year in grade GS-5/6, respectively, to meet OPM time-in-grade requirements. A qualified typist is required.

<u>EVALUATION METHODS:</u>	<u>MAXIMUM POINT VALUE</u>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
6. Management has the prerogative to select at either grade level.
7. This recruitment provides promotion opportunity to target position without further competition when selectee is eligible and recommended by management. However, promotion is not guaranteed and no promise of a promotion is implied.
8. If qualified based on education, applicant must provide official transcript.
9. TDY is required.
10. Permanent change of station funds will not be authorized.

11. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.
12. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.
13. Applicants residing in the overseas area may be given temporary or term appointments.
14. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.

HOW TO APPLY: Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.

Merit Promotion Questionnaire

Position: Procurement Technician (Office Automation), 1106-5/6/7 (Pot to GS-7)

Location: Sabana Seca, Puerto Rico

JOA# _____

Applicant Name: _____

SSN: _____

Office Phone: _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration / Management, Accounting, Economics, Marketing, Procurement

Level of Education

Major (points)

8 Semester/12 Quarter Hours	_____ Any Major (0)		
16 Semester/24 Quarter Hours	_____ Any Major (0)		
1 Academic Year	_____ Any Major (2)		
2 Academic Years	_____ Related Major (6)	_____ Other Major (4)	_____ Any Major (0)
3 Academic Years	_____ Related Major (9)	_____ Other Major (6)	_____ Any Major (0)
Bachelor's Degree	_____ Related Major (15)	_____ Other Major (9)	_____ Any Major (0)
1 Graduate Academic Year	_____ Related Major (15)	_____ Other Major (10)	_____ Any Major (0)
Master's Degree or Higher	_____ Related Major (15)	_____ Other Major (12)	_____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

_____ Value Engineering	_____ Meritorious or Superior Civilian Service
_____ EEO Award	_____ Commendable Service Certificate
_____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)	

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-1102, GS-1105, GS-346, GS-343 (Contracting type positions only)

Rating Level

Related

Unrelated

Exceptional (Level 5)	_____ 5 points each	_____ 3 points each
Highly Successful (Level 4)	_____ 4 points each	_____ 2 points each
Fully Successful (Level 3)	_____ 3 points each	_____ 1 points each
Below Fully Successful (Level 1 or 2)	_____ 0 points each	_____ 0 points each

Ranking Questions	Where on Application
<p style="text-align: center;">Procurement Technician (Office Automation), GS-1106-5/6/7</p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered a “No” response.</p> <ol style="list-style-type: none"> Do you have knowledge of the Federal Procurement Regulations? A. Yes B. No Do you have experience administering government contracts? A. Yes B. No Do you have experience monitoring contractor delivery schedules? A. Yes B. No Do you have the ability to research, compile, organize, and analyze data? A. Yes B. No Do you have experience communicating in writing to prepare reports or present findings? A. Yes B. No Have you experience communicating instructions and/or information verbally to either individuals or groups? A. Yes B. No Do you have experience operating a typewriter or computer? A. Yes B. No Do you have experience working with Microsoft Office word processing, spreadsheet, and database software? A. Yes B. No 	

Certification

I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.

Signature:

Date: